



HQ Air Force Personnel Center

WELCOME TO RECRUITER TRAINING

August 2005



Recruiter Training

- **Recruiting Division - AFPC/DPKR
(DSN: 665-2286)**

Recruiter Training

- Important Stuff
- Messages - Double Tree # (210) 366-2424
- Rest Rooms
- Coffee Breaks
- Lunch
- Schedule
 - Please be on time
- Cell Phones on Mute
- Ask your Full Attention
- Enjoy Your Free Time



Recruiter Training

- **We Need the Very Best Recruiters**

- **Why You're Here**

- **Represent Top Professionals**

- **Recruiting - An Additional**

- **Duty**

- **Requiring Enthusiasm,**

- **Commitment & Attention to Detail**

- **This Year - Focused Campus Recruiting with Strategic Plan**

- **With Your Help We Can Meet our Hiring Targets for Top Quality Candidates**



Course Objectives

● How Do You Get Started

● Campus Relations

- Who Do You Contact**

- What Do You Say**

- How to Set Up a Campus Visit**

- Conducting an Informational Meeting**

 - Showcase Our Careers and Make the Most of Your Visit**

● Recruiters Responsibilities

- Conducting Interviews**

- What is Required in Complete Application Package**

- What Forms Recruiter Submits After Trip**

Course Objectives (Con't)

- **Projecting a Professional Image**
- **Marketing**
- **Job Fairs - What is Required**
 - **Displays**
- **What to Do When You Need Help!**
- **Your Handbook is Your Guide**
 - **Go Through It Carefully**
 - **Take it With You When Your Recruit**
 - **Question What You Don't Understand**
- **NOW ENJOY THE COURSE!!**



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Questions?



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AIR FORCE DEVELOPMENTAL CAREER FIELD MANAGEMENT PROGRAMS



Air Force Centrally Managed and Funded

- Recruitment and Placement
 - PALACE Acquire (PAQ)
 - COPPER CAP (Contracting Positions)
 - Nationwide Training Locations
(including AK and HI)

PALACE Acquire (PAQ)

- Over 20 Career Fields
 - Entry GS-7 -- Target GS-9/11/12
 - (2-4 year training programs)
 - Engineers & Scientists GS-7 or 9 --Target 11 or 12
 - (2 or 3 year training programs)
- 21 Year History – over 3,500 graduates

Copper Cap

- Contracting Career Field
 - Entry GS-7 - Target GS-11 or 12 (3 or 4 year training programs)
- 42 Year History
 - Over 2,100 “graduates”
 - A Number Have Reached SES Levels

Program Policies

- Recruiting and Selecting High-Caliber Candidates
- Mobility Condition of Employment
- Ensuring Eligibility to Obtain Required Security Clearances
- U.S. Citizenship

Program Initiative

Workforce Renewal

- Civilian Equivalent to AF Officer Development Program
- Replenish Workforce Skill Losses with Highly Skilled Trainees
 - Federal Career Intern Program (FCIP)
 - Administrative Careers With America (ACWA)
- Provide AF focused training and experience

Budget

- \$400K
 - Recruiter Training Costs
 - TDY Costs
 - Job Fair Registration Fees
 - Recruiting Displays
 - Program Publicity
 - Promotional Items
 - Jury is still out on this one, we may or may not be able to purchase more promotional items
 - OPM Costs for Certificates

Program Publicity

- OPM (USAJOBS)
- Brochures
- Web Sites
- Magazines
 - Hispanic Network
 - NACE

Program Execution

- MAJCOMs Annually Submit Hiring Requirements
- Allocation Disbursement Based on Work Force Analysis
 - Career Programs Select Positions/Locations
- Salary Account - A Continuous PIPELINE
 - Trainees Must Be Out-Placed to Permanent Positions Within the Training Period to Make Salary Money Available for New Hires

Recruitment Process

- College Recruiting at High Minority Designated Schools – Application Packages provided to Intern Monitors
- College/University Career Fairs at High Minority Designated Schools – Application Packages Provided to Intern Monitors
- Administrative Careers With America (ACWA) Annual Announcement – Application Packages Mailed to OPM San Antonio

DPKR Responsibilities

- AFI 36-602 and Intern Guide
- Insure Legal Requirements are Met Before Placement
- Determine Qualifications and Eligibility
- Notify Eligibles Via Email to Take on-line Assessment Questionnaires
- Refer Qualified Candidates for Employment Consideration
- Make Written Offers of Employment and Coordinate Placement with Gaining CPF and AFPC/DPC (when applicable)

Contact Points

- General Information
 - 1-800-616-3775 (Recruiting Service Center)
 - website: www.afpc.randolph.af.mil/cp/recruit
 - Specific Information:
 - DPKR: 1-800-847-0108, ext. 3287
 - DSN: 665-2286
 - Commercial: (210) 565-2286
- (Intern Monitors Have 800 Line Access)



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ELIGIBILITY AND QUALIFICATIONS

Overview

- Basic Eligibility
- Qualifications
- Appointment Types

Basic Eligibility

- U. S. Citizenship
- Mobility
- Degree Completion NLT 30 June 06

Basic Qualifications

- Bachelor's Degree

- Meet One Condition Under Superior Academic Achievement (SAA) Provision Below:

- 2.95 GPA Overall OR Last Two Years
 - 3.45 GPA in Major Overall OR Last Two Years
 - Rank in Upper 1/3 of Class
 - Membership in National Honor Society (Excluding Freshman Year)

OR

- One Year or Higher Graduate Level Education or Law School

OR

- One Year GS-05 Level Specialized Experience

Additional Qualifications

- Series with Specific Education Requirements
 - Accountant & Auditor
 - Architect
 - Child Development Specialist
 - Community Planner
 - Contract Specialist
 - Engineer
 - Family Support Specialist
 - General Education and Training Specialist
 - Historian
 - Safety and Occupational Health Specialist
 - Scientist
 - Training Instructor

Additional Qualifications (cont'd)

- All Engineers
 - Degree from an Accreditation Board for Engineering Technology (ABET) accredited college or university
- Scientist and Engineer (S&E) Program
 - GS-07
 - 3.1 GPA Overall
 - Graduate Record Examination (GRE) Score of 1000 (Quantitative and Verbal)

Additional Qualifications (cont'd)

- Scientist and Engineer (S&E) Program (cont'd)
 - GS-09
 - No GPA or Class Rank Required
 - Master's Degree in Related Field
 - OR
 - One year GS-07 Equivalent Professional Engineering Experience

Appointment Types

- Federal Career Intern Program (FCIP)
- Administrative Careers with America (ACWA)
- Schedule A
- Student Career Experience Program (SCEP)
 - Formerly Referred to as Co-op

Federal Career Intern Program (FCIP)

- FCIP Groups
 - Administrative
 - Covers All Occupations Except Engineers, Scientists, Accountants and Auditors
 - OPM Assessment Required
 - Rule of Three Applies
 - Professional
 - Engineers, Scientists, Accountants and Auditors

Federal Career Intern Program (FCIP) (cont'd)

- Veterans' Preference Applies
- Applications Accepted at
 - Scheduled Recruiting Events
 - Campus Interviews & Job Fairs
 - Events May be Posted via PAQ Website Under Recruiting Events (Follow Career Field Links)
 - Some Programs Will Accept Mail-In Applications

Administrative Careers With America (ACWA)

- Positions Advertised in Office of Personnel Management (OPM) Announcements
 - Specific Announcement Period Each Year in June/July
 - Announcements Advertised under HOT JOBS on PAQ Website
 - Apply Directly to OPM
 - OPM Assessment Required

Administrative Careers With America (ACWA) (cont'd)

- OPM
 - Determines Eligibility
 - Ranks Candidates
 - Issues Certificates to DPKR
- Veterans' Preference Applies
- Rule of Three Applies

Schedule A

- People With Disabilities
 - Must Have Severe Disabling Condition
 - Requires Certification from
 - State Vocational Rehabilitation Office
 - OR
 - Veterans' Administration
 - Requires Medical Certification at Time of Employment Offer

Student Career Experience Program (SCEP)

- Federally Employed College Students
 - Completed Degree
 - Bachelor's Degree, GS-07 entry
 - Master's Degree, GS-09 entry
 - Completed 640 Hours (16 Weeks) Work Experience in Related Field
- Noncompetitive Conversion under EO 12015
 - Within 120 Days Following Degree Completion
- No Minimum GPA Requirement
 - Exception – Positions in S&E Program (3.1)
- Mail-in Applications Coordinated Through Local CPF



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Questions?

- Contacts
 - Directorate Executive Officer And Information Managers
 - Resident PowerPoint Expert
 - AFPC/CCX (5-4606)
- PowerPoint Training: AFPC/CCQT (5-2573)



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**YOU'RE GOING TO BE
A RECRUITER**

CHALLENGES

- Competition with Private Industry
- Lower Starting Salary
- No Mail in Applications

REALITIES

- Hard to Fill Occupations
- Hard to Fill Locations
- Good Recruiting Programs Rewards
 - Interacting with Eager, Enthusiastic Students
 - Recruiting Future Leaders

MARKETING THE PROGRAM

SELLING POINTS

- AF Premier Program
- Comprehensive Training
- Promotions/Salary Increases
- Student Loan Repayment Program
- Tuition Assistance
- Recognition Programs/Awards

SELLING POINTS (Con't)

- Full-Time, Permanent Employment
- Job Security
- Benefits
- Overseas Employment Opportunities
- First Duty Move/Relocation Costs
- Recruitment Bonus

SELLING POINTS (Con't)

- Future AF Leader
- Influence Government Policy
- Make a Difference

MARKETING YOURSELF

AIR FORCE RECRUITER

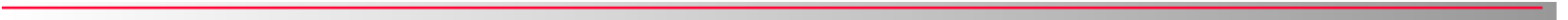
- Be Prepared
- Be Positive
- Be Helpful
- Be Interested



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BENEFITS



LEAVE

- Annual Leave
 - 13/20/26 Days
 - Based on Length of Service
- Sick Leave
 - 13 Days
 - No Limit

LEAVE (Con't)

- Family and Medical Leave Act
 - Sick Leave Usage
 - For Ill Family Member/Bereavement
 - Birth/Adoption
 - 12 Weeks
 - Protection Of Employment/Benefits
- Military Leave

LEAVE (Con't)

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving
- Christmas

HEALTH INSURANCE

- Federal Employees Health Benefits (FEHB)
 - Many Plans
 - Fee-for-service Or HMO
 - Government Shares Premium Cost
 - 60% TO 75%

LIFE INSURANCE

- Federal Employees' Group Life Insurance (FEGLI)
 - Term Life Insurance
 - Cost Shared With Government
 - Basic Plus Three Options

RETIREMENT

- Federal Employee Retirement System (FERS)
- Three-tier Plan
 - Basic Benefit Plan
 - Social Security
 - Thrift Savings Plan (TSP) (Equivalent to 401K)
 - Tax Deferred
 - Employee Can Contribute Up To 15%
 - Amount May Change Yearly To Reflect Inflation
 - Government Matches Dollar For Dollar On First 3% Of Employee Contributions And .50 Cents To The Dollar On The Next 2% Of Employee Contributions

WORK PLACE

- Caring Community
 - Friends/Activities/Base Events
- Facilities
 - Gym/Pool/Golf Course
 - Bowling Ctr/Library/Churches
 - Hobby Shop/Clubs
 - Tours/Equipment Rental
 - College/Credit Union/Housing Asst



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RECRUITING INCENTIVES

RECRUITING INCENTIVES

- Recruitment Bonus
- Student Loan Repayment
- First-Duty Move Entitlement

RECRUITMENT BONUS

- High-Cost Locations
 - Andrews AFB MD
 - Bolling AFB DC
 - Hanscom AFB MA
 - Hickam AFB HI
 - Los Angeles AFB CA
 - Pentagon DC

RECRUITMENT BONUS (cont'd)

- Hard-to-Fill Locations

- Columbus AFB MS
- Dover AFB DE
- Edwards AFB CA
- Eielson AFB AK
- Ellsworth AFB SD
- Elmendorf AFB AK
- Fairchild AFB WA
- Ft. Warren AFB WY

RECRUITMENT BONUS (cont'd)

- Hard-to-Fill Locations

- Grand Forks AFB ND
- Malmstrom AFB MT
- March AFB CA
- McChord AFB WA
- McGuire AFB NJ
- Minot AFB ND
- Mt Home AFB ID
- Rome Lab NY
- Travis AFB CA
- Vandenberg AFB CA

RECRUITMENT BONUS (cont'd)

- Hard-to-Fill-Positions
 - Architect
 - Child Development Spec
 - Community Planner
 - Engineer
 - Safety & Occ Health Specialist
 - Scientist

STUDENT LOAN REPAYMENT

- PALACE Acquire and COPPER CAP Selectees
- Outstanding Debt Loans Only
- \$10,000 Per Year
- \$20,000 Maximum
- Accrued Penalties/Late Fees not Included
- Bi-weekly Payments Direct to Lender
- Loan Repayment Amount Subject to Tax Withholding
- Continued Service Agreement
 - 3 Years

STUDENT LOAN REPAYMENT CONT'D

– Failure to Complete Service Agreement

- Repay Entire Amount of Payments Made – Leave DoD
- Payments stop – Remain w/DoD

FIRST DUTY MOVE ENTITLEMENT

- First Duty or PCS Moves
 - All Engineer and Scientist Positions
 - Optional for All Other Career Field Programs
 - Subject to Transportation Agreement
 - Incentives Discussed with Applicants During Interview



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Job Fair Recruiting

Overview

- HOW JOB FAIRS ARE SELECTED?
- DPKR RESPONSIBILITIES
- BEFORE, DURING & AFTER THE JOB
FAIR

HOW JOB FAIRS ARE SELECTED?

- HIGH MINORITY STUDENT POPULATION
- SPECIFIC ACADEMIC MAJORS
- AVAILABILITY OF FUNDS

DPKR RESPONSIBILITIES

- Obtain Job Fair Material from Schools or Events.
- Establish Calendar of Job Fair Dates.
- Notify Intern Program Administrators of Available Job Fairs.
- Insure Funds and Displays are Available.
- Register and Pay for Recruiters to Attend.
- Provide Job Fair Material to Lead Recruiter.

BEFORE THE JOB FAIR

- *LEAD RECRUITER:*
 - Follows Job Fair Checklist
 - Delegates Checklist Duties (Optional)
 - Distributes Job Fair Registration Material
- *RECRUITERS:*
 - Prepare Travel Orders
 - Routes Orders to DPKR Through Intern Monitor
 - Make Flight Arrangements and Hotel Reservations Early

BEFORE THE JOB FAIR (cont'd)

- The Morning of the Job Fair:
 - Pick Up Registration Packet
 - Carefully Set Up Job Fair Display
 - Arrange Table, Chairs, Recruiting Materials and Promotional Items
 - Accept Only Goods and/or Services Listed on the Registration Documents

BEFORE THE JOB FAIR (cont'd)

- *Helpful Hints:*

- Breath Mints or Spray (No Gum)
- Career Field Recruiter's Business Cards (If Available)
- Pen/Pencil/Pocket Notebook/Packing Tape
- Know Your Career Field's Vacancies
- Assemble Your Recruiting Handouts before Leaving Home
- Wear Comfortable Shoes
- DPKR Number 1-800-847-0108 ext XXXX (Job Fair Coordinator)

DURING THE JOB FAIR

- *Create A Professional Environment*
 - Appropriate Attire
 - No Food or Drinks
 - No Chewing Gum
 - Never Leave Booth Unattended
 - Never Discuss Work-Place Problems In the Booth
- *Meeting The Students*
 - Be Enthusiastic
 - Explain Your Program & Jobs
 - Explain Benefits & Career Field Opportunities

DURING THE JOB FAIR (cont'd)

- Assess The Student Quickly
 - **G**rade Point Average (4 Year Undergraduate Degree)
 - **U**. S. Citizenship
 - **M**obility
 - Obtain Resume, Transcripts, Annotate Telephone Log With Name & Phone #

AFTER THE JOB FAIR

- *When Job Fair Is Officially Closed:*
 - Carefully Disassemble Display and Inventory Display Components Prior to Packing
 - Lock Display Case
 - Pack Recruiting Materials & Promotional Items
- **LEAD RECRUITER:**
 - Return Following Items:
 - Job Fair Display
 - Report any Lost or Damage Display and/or Case to DPKR Immediately and Follow Up with a Report of Survey.
 - Key(s) for Display Case(s)
 - Promotional Items
 - Complete Feedback Form and Return to DPKR (Success and/or Problem)



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CAMPUS RECRUITING

Campus Recruiting Recruiter Skills

- Knowledge of Intern Program**
- Organize Your Time on Campus**
- Meet and Greet a Variety of People**
 - Students**
 - Career Services/Placement Office Staff**
 - Deans of Schools**
- Interview Well/Take Good Notes**
- Working Knowledge of the Employment Process**

Traditional Recruiting Events

- Informational Meetings on Campus
(pre-nights)**
- Job Fairs on Campus**
- Interview Day**

Informational Meetings

- **Meet and Greet**
 - **Use VHS About Intern Program**
 - **Promotional Items**
- **More Details**
 - **What Jobs are You Filling?**
 - **Qualifications**
 - **What Locations**
 - **Salary and Benefits**
 - **Mobility and Citizenship**
 - **Complete Application Packages**

Job Fairs on Campus

- **Set Up Table/Displays/Promotional Items**
 - **More Meet and Greet**
 - **What is Intern Program**
 - **Interview Opportunities**
 - **Documents Required**
- **What Are You Recruiting For?**
 - **Your Individual Career Field or Others**
 - **Problems for Air Force Image**

Interviews

- **Schedule**
- **Type of Interview (Informational Exchange)**
- **Length of Interviews**
- **Legal Questions**
- **Note Taking**
- **Tell Applicant What's Next**

When and Where Are You Going?

- **Fall- Oct thru Early Dec**
- **Spring- Jan-Early Mar**
- **Summer?**
- **Career Field Determines Where**
 - **Minority school**
 - **Specialty Degree**

What Do I Do? Before Visit

- **Brush up on Handbook Info**
- **Contact University Staff**
 - **Get Maps, Phone Numbers**
- **Advance Resumes -Pre-screen**
- **TDY Arrangements (orders, air fare, hotel)**
- **Gather All Material You Are Taking**
 - **Promotional Items, Interview forms, etc**

Day of Visit

- **Arrive early to Interview site**
- **Meet Placement Staff**
- **Logistics of Place**
- **Review Schedule**
- **Show Time**

After the Visit

- **Give Placement Office Staff Feedback**
- **Make Sure all Packages are Complete**
- **Numbers and e-mail Addresses of Candidates**
- **Mail packages to Intern Monitor ASAP**
- **Follow up, Follow-up, Follow-up**
- **Good Luck and Good Hunting**



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Helpful Interview Techniques

Overview

- Preparation
- Legal and Ethical Issues
- Inappropriate Interview Topics
- Recruiting Prohibitions

Preparation

- Make Sure You Have Appropriate Forms
- Review Recruiter's Handbook

Legal And Ethical Issues

- Federal EEO Laws Related to Interviewing
- Examples of Good Open Ended Questions

Inappropriate Interview Topics



Recruiting Prohibitions

- **IT IS PROHIBITED** To Interview An Individual at A Location Other Than at A Designated Interview Area at A Job Fair Or Campus Placement Office, Unless Approved by The Recruiting Division-Coordinated Thru Career Field Intern Monitor
- **IT IS PROHIBITED** To Invite Individuals to Show Up for Interview Or Add Them to An Interview Schedule Without Prior Approval From The Campus Placement Coordinator

Recruiting Prohibitions

(Cont'd)

- **IT IS PROHIBITED** For Recruiters to Make A Verbal Offer of Employment, Indicate You Plan to Make An Offer at A Later Date, Or That You Will Recommend That An Offer be Extended to An Interviewee



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Recruiting For Diversity

Diversity Recruiting

- **Achieving Diversity in the Work Place**
 - **AF Competing with Private Industry to Attract Minorities and Women**
- **AF Workforce Should Reflect the Population**
- **Recruiters Provide Front-Line Opportunities to Reach Diversity Objectives**

What Can You Do?

- **Schedule Recruiting Trips to Colleges with Diverse Populations**
- **Hispanic Serving Institutions, Historically Black Colleges and Universities (HBCUs)**
 - **Your Career Field Intern Manager Will have a Listing**
- **When Scheduling your Campus Visit**
 - **Contact the University's Diversity Coordinators to Tell Them About the Career Opportunities and the Date of Your Visit**

Sensitivity to Differences

Be Aware of Cultural Differences

-  **Be Mindful of Courtesies**

-  **Accents -Don't Make Assumptions**

-  **Understand Space Issues**

When Interviewing Persons With Disabilities

-  **Speak Directly to the Person**

-  **Can Ask if Accommodation is Required**

WHAT WE DO

Advertise in Publications

-  **Hispanic Network**

-  **National Association of Colleges and Employers**

Attend Job Fairs

-  **Hispanic Association of Colleges and Universities**

-  **IMAGE Conference**

-  **BIG**

-  **LULAC**

-  **Career Expo for People with Disabilities**



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Questions?

Introduction to Success Story

- Mrs. Hong Miller
 - Former PAQ
 - Now Chief of the Recruiting Division, HQ AFPC/DPKR
 - Will Provide Thoughts and Experiences in the PAQ Program
- WELCOME HONG!!



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Diversity in the Workplace

Purpose

To provide personal and
business perspective of why
valued diversity is important to
Air Force employment

Overview

- What is Diversity?
- The Importance of Valuing Diversity
- Cultural Sensitivity
- Conclusion

What is Diversity?

- Diversity is "otherness" -- those human qualities that are different from our own . . . yet are present in other individuals and groups
 - Primary dimension -- inherent characteristics
 - Secondary dimension -- characteristics that can be changed

What is Diversity?

- Primary dimensions of diversity
 - Age
 - Ethnicity
 - Gender
 - Physical abilities/qualities
 - Race
 - Sexual orientation
- Secondary dimensions of diversity
 - Educational background
 - Geographic location
 - Income
 - Marital status
 - Military experience
 - Parental status
 - Religious beliefs
 - Work experiences

The Importance of Valuing Diversity

- Diversity is reality – we live in a multicultural environment
- Our nation was founded through a desire for diverse freedoms
- Provides for success
 - Communication
 - Understanding
 - Relationships
- Workplace should mirror the demographic environment



Cultural Sensitivity

- Developing one's knowledge and understanding of cultural differences for successful interaction
- Become culturally aware; expose yourself to the variety of cultures that surround us
 - Lack of understanding, preparation, or communication can lead people to make big mistakes when communicating with those culturally different from them
 - Good intentions alone can fall short

Conclusion

- Embrace diversity
- Develop your knowledge of diverse cultures for successful interaction
- As a recruiter you are an Air Force ambassador



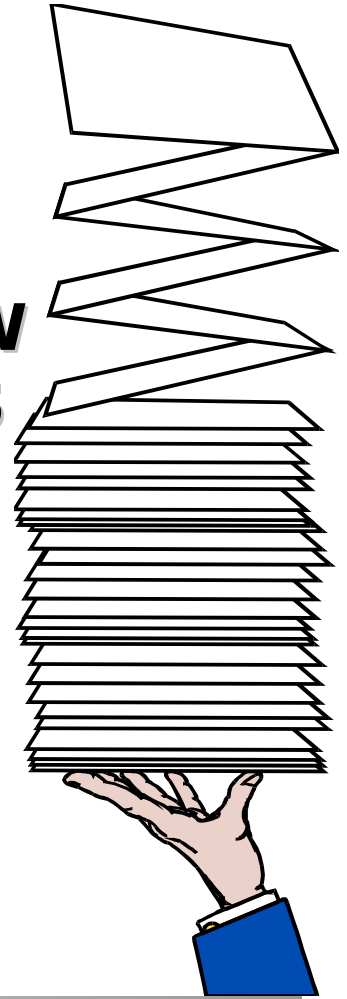
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CAMPUS INTERVIEW DOCUMENTS



OVERVIEW

- Application Package
- Interview Forms/Sample Letters

APPLICATION PACKAGE

- OF 612 or Resume
- Unofficial Transcripts
- Locations Checklist
- Class Ranking Letter
 - GPA Too Low
 - Too Many Ungraded Hours
 - Upper Third of Graduating Class or Major Subdivision

INTERVIEW EXIT CARD

- Purpose
 - Post-Interview Process
 - ID Missing Documents
- Before Interview
 - Complete Side 1
- Beginning of Interview
 - Checkmark Missing Documents

INTERVIEW EVALUATION

- AF Form 1743
 - Top and Bottom Portions Before Interview
 - Evaluation Factors and Comments After Interview
 - Attach to Application
 - Finalize all Evaluations Before Leaving Placement Office

AFTER THE VISIT (WITHIN 48 HOURS)

- Contact Interviewee(s) About Missing Documents
- Complete Interview Data Worksheet/Recruiter Feedback
 - Mandatory for Program Evaluation
- Complete Telephone Interview Log (if Needed)
- Send Recruiter Interview Checklist With Documents to Career Field Intern Monitor
 - Repro Form or Set Up Own Word Document
 - All Required Documents Must be Sent

AFTER THE VISIT (WITHIN 48 HOURS)

- Send Thank You Letters
 - Placement Office
 - Interviewees



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Now You're A Recruiter

**WHAT HAVE YOU
LEARNED?**

Recap

- Intern Program Policies
- Conditions of Employment
- Your Career Field's Requirements

Recap – Eligibility/Qualifications

- Basic Eligibility – Citizenship, Mobility, Degree Completion
- Basic Qualifications – SAA, Graduate Study, Experience
- Additional Qualifications – Additional Education Requirements (major/course work)
- Engineers - ABET
- S&E - 3.1 GPA

Recap – Appointment Types

- Federal Career Intern Program (FCIP)
- Administrative Careers With America (ACWA)
- Schedule A
- Student Experience Career Program (SCEP)

Marketing/Benefits/Incentive S

- Marketing the Program
 - Importance of Selling Your Career Field / and A Public Service Career with the Air Force
 - Numerous Challenges You Will Face
 - The Many Benefits of AF Employment
 - Incentives Available

Recap – Job Fairs

- What the Lead Recruiter Responsibilities Are
- Preparation for Job Fair – TDY Orders, Survival Kit, etc.
- Before, During and After the Job Fair
 - Setting up the Booth
 - Managing the Crowd
 - Assessing the Students
 - Handling Applications
 - Display and Promotional Items

Recap – Information Meetings/Campus Interviews

- What You Need to Do Before, During and After Campus Visits
 - Contacts
 - Knowledge
 - Tools
 - Documents
- Recruiter Skills – Organization, Communication, Documentation

Recap – Interview Techniques

- Preparation - Forms/Handbook
- Legal and Ethical Issues – EEO Laws, Examples of Good Open-Ended Questions
- Inappropriate Interview Topics - Age, Religion, Family Status, Economic Status, etc.
- Recruiting Prohibitions – Where to Interview interview; Not Making Verbal Offers

Recap – Valuing Diversity

- Diversity Recruiting – What You Can Do
 - Awareness of Your Career Field's Needs
- Sensitivity to Differences in Interviewees
- DPKR Outreach

Recap – Interview Documents

- What Documents are in Handbook
- When and How to Use Them
- Application Packages

Questions??

- Have We Missed Anything??
- Has Your Comfort Level Been Raised??
- Are You Ready to Recruit??
- Please Complete Critique – Last Tab